

Department of the Army
Headquarters, USAFCOEFS
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Fort Sill, Oklahoma 73503
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*Fort Sill Supplement 1 to AR 25-1

Information Management
ARMY KNOWLEDGE MANAGEMENT AND INFORMATION TECHNOLOGY

Summary. This publication establishes responsibilities and procedures for request to install, relocate, or remove cable television service. It also contains Cable Television (CATV) guidance to be used by Fort Sill activities.

Applicability. This publication applies to all Fires Center of Excellence (FCOE) and Fort Sill units with the exception of the Non-appropriated fund activities, which are covered under separate contracts.

Suggested Improvements. The proponent of this supplement is the Network Enterprise Center (NEC). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NEC, 475 Ganahl Road, Fort Sill, OK 73503.

Distribution. This supplement is distributed solely through the Directorate of Human Resources (DHR), ASD Homepage at:

http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html

1. Purpose. This publication establishes responsibilities and procedures for request to install, relocate, or remove cable television service. It also contains Cable Television (CATV) guidance to be used by Fort Sill activities.

2. References. Required and related publications and forms are listed in appendix A and E.

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

AR 25-1, 4 December 2008, is supplemented as follows:

Page 45, paragraph 6-4s, Commercial Television Service. Add subparagraph (11) (a) through 11 (h) after subparagraph (11):

(a) Revalidation of Cable Television (CATV) Service. Annually, all groups and associate units will receive a tasker to revalidate each CATV connection within their unit. Each will be provided a spreadsheet with the current location of each CATV connection in their unit. All units will respond within designated time frame.

(b) The CATV Quality Assurance Evaluator (QAE) of the Network Enterprise Center (NEC) will conduct quarterly surveys of approximately 20 percent of existing drops to ensure existing CATV connections are functioning properly and are in compliance with the contract.

(c) The NEC is appointed as the Contract Office Representative (COR) for the Post CATV Franchise Agreement. All CATV questions can be referred to this office at (580) 442-3407.

(d) Basic CATV is authorized for lodging, dayrooms, Command Post, 24-hour operations, alert facilities, and customer waiting areas. Appropriated funds are authorized for payment of entertainment television for health facilities (hospitals, clinics, etc.), common use areas (e.g., unit dayrooms, recreation center, Basic Enlisted Quarters (BEQ)/Basic Officer Quarters (BOQ)/transient billet lounges, etc.), and for official Activities approved by the installation or health facility commander. Appropriated funds will not be used for payment of subscriber fees for Home Box Office or other premium types of entertainment. Individual and/or private rooms/offices are not considered common areas.

(e) Commercial CATV will be charged to appropriated funds supporting authorized activities. Morale, Welfare, and Recreation (MWR) and Community Support Activities (base operations accounts SA and SY) in categories A and B will be funded with appropriated funds. These activities include libraries, recreation centers, youth activities, child care centers, etc. All other MWR categories defined in AR 215-1, paragraphs 2-11, through 2-13, will be funded with non-appropriated funds.

(f) All requests for CATV not authorized above must be supported with written justification through the Major Command (MACOM) G6, Installation Management Officer (IMO) or budget officer. All requests will be reviewed and approved by the appropriate Commander, Mission and Installation Contracting Command (MICC) Contracting Officer (KO) and NEC. Email replies from the applicable group (G6, IMO, and Resource Management (RM)) will sufficiently fulfill this requirement.

(g) Process of requests:

(1) All requests for CATV services must be submitted in an electronic format via G6, IMO or RM In Accordance With the Telephone Management System (TMS) work-order process. If the electronic means is unavailable, the request will be submitted via email or paper copy through appropriate channels to the NEC/COR.

(2) The applicable unit G6, IMO or RM representative will approve the applicable TMS work-order submission.

(3) The CATV Quality Assurance Evaluator (QAE)/NEC as well as the CATV contractor will conduct a site survey for all new connections.

(4) Requestor receives approval from their applicable G6, IMO or RM. The CATV QAE/NEC will forward all Installation requests to the COR/NEC for approval.

(5) The NEC/COR will forward approved TMS work-order to both the MICC and the CATV provider to conduct a survey and provide an estimate for installation fees back to the requestor.

(6) Requestor will be responsible for one-time installation fees and additional construction cost if applicable.

(7) The CATV provider will contact the requester to schedule an installation time. Once installation has been completed, the requestor will notify the CATV QAE.

(8) CATV QAE/NEC will close the electronically submitted TMS work-order.

(9) Disapproved CATV requests will be returned to the requesting agency along with a reason for disapproval action.

(10) Each unit with CATV connections shall appoint a CATV Point of Contact (POC) by utilizing the example memorandum located in appendix B. The facility manager or the units Telephone Control Officer are ideal candidates for this position. The appointment letter can be submitted electronically to the MICC/KO. If any CATV connections are added or deleted, the CATV POC must be notified of the location of the outlet(s) by room number/designation. The facility manager will file all CATV information in the facility manager's file for future reference.

(11) After any work performed by the CATV contractor is completed, the CATV POC will immediately contact the CATV QAE/NEC at (580) 442-3407 to inform them work has been completed.

(h) Additional Information:

(1) Customer Complaints. All problems concerning the quality of authorized CATV service should be made to the CATV QAE/NEC office at (580) 442-3407.

(2) CATV service is provided to locations on a per drop (single line) basis and must be listed on most recent bid schedule identified by building, room number and unit. Units cannot utilize a splitter device or other means to make further connections in the immediate area or adjacent rooms. Any unit found to have an unauthorized CATV connection will have it disconnected immediately and be held liable for all associated cost (e.g., disconnection fee or recurring cost).

(3) Funding Contingencies/CATV Moratorium. If Army funding is decreased or eliminated, a moratorium on new CATV connections may be issued by the G6, IMO, and/or RM with the approval of the Senior Mission Commander. A moratorium is

applicable to the entire Installation with the exception of the Non-appropriated fund activities.

(4) Satellite Dishes. Post personnel will not procure satellite service without prior approval from the Directorate of Public Works (DPW) and NEC. If present CATV provider cannot provide service, the solution provided is not cost effective, or the request is disapproved, units may proceed in acquiring satellite service. Units will be responsible to coordinate with the NEC and complete all necessary building requirements (DA Form 4283, Facilities Engineering Request) through the DPW. If approved, the requesting unit will be responsible for all procurement matters and payment to satellite provider.

Appendix A References

Section I Required Publications

AR 25-1

Army knowledge Management and Information Technology

AR 215-1

Administration of Army Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities

AR 420-1

Army Facilities Management

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Section IV Referenced Forms

DA Form 4283

Facilities Engineering Work Request

**Appendix B
Example
Memorandum to Appoint a POC**

SAMPLE MEMORANDUM

Your unit Letterhead

Your Office Symbol

XX month XXXX

MEMORANDUM FOR Network Enterprise Center

SUBJECT: Cable Televisions Point of Contact (POC)

FROM: YOUR UNIT

1. The below individual is appointed as the point of contact for cable TV issues.
(Facility manager or Unit TCO is the most logical choice as the POC)

Unit	Bldg#	Rank	Name	Duty Phone
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2. The POC is responsible to provide accurate and timely information and inform this office of any changes in requirements or errors.

3. The POC management responsibilities will include: ensuring cable system integrity (i.e. eliminating unauthorized connections), notification termination or changes in service requirements and notification of building modifications that may affect cable service and the measures outlined in the USAFCOEFS Supplement 1 to AR 25-1.

COMMANDER/DIRECTOR
SIGNATURE

Glossary

Section I Abbreviations

ASD

Administrative Services Division

AR

Army Regulation

CATV

Cable Television

COR

Contract Office Representative

DHR

Directorate of Human Resources

DPW

Directorate of Public Works

DPTMS

Directorate of Plan, Training Mobilization Security

FCOEFS

Fire Center of Excellence and Fort Sill

IAW

In Accordance With

IMO

Installation Management Office

KO

Contracting Officer

MACOM

Major Command

MICC

Mission and Installation Contracting Command

NEC

Network Enterprise Center

PAO

Public Affairs Office

POC

Point of Contact

QAE

Quality Assurance Evaluation

RM

Resources Management

TMS

Telephone Management System

NETC-SFB-DL



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